

JTA Version 4.0, Draft 1 – Change Request Submission Template

Sponsor & Number	JTA Version	JTA Section	Change Request and Suggested Revision	Rationale	Subgroup Recommended Action	JTADG Approval Action	From Whom? (Author)	Sent by (Component Rep, etc.)
YOUR 1	3.0	2.4	Add standard XYZ as emerging.	Rationale...				
YOUR 2	3.0	2.2.3	Standard XYZ is required for interoperability.	Justification ...				
YOUR 3	3.0	9.2.2.3	Standard XYZ dependent on standard ABC in JTA paragraph 2.2.3					
YOUR 4	3.0	11.2.3.1.1	Add standard XYZ as emerging for this domain					

How to Use Change Request Submission Template:

- **Sponsor & Number:** Use official JTADG sponsoring organization name (acronym preferred) and a unique sequential number for each Change Request. If your organization has submitted Change Requests on previous versions of the JTA, please assign the next sequential number from the last submission, rather than starting over with number one (1).
- **JTA Version:** Use “3.0” to reflect the latest approved version of the JTA.
- **JTA Section:** The entries in this field must contain the appropriate paragraph number from the JTA document. This is the only information to be included in this field.
- **Change Request and Suggested Revision:** Enter your Change Request (CR) and suggested revision. Each CR should be limited to one section and one standard (or suite of related standards). If you want to change more than one section or add more than one standard, submit separate CRs so that they can be separately discussed and resolved. Be specific – provide exact new wording you would like to see, and clearly identify exactly where that wording should be placed (identifying any text it replaces). For standards, provide ALL of the information in the JTA format: official identifier, full name of standard, and publication date of the standard.
- **Rationale:** Enter specific rationale for recommendation; CRs without clear and strong rationale are likely to be rejected. Identify URLs where appropriate to reference additional information and standards.
- **Subgroup Recommended Action:** Do not fill in this section.
- **JTADG Approval Action:** Do not fill in this section.
- **From Whom? (author):** Name, organization, phone number, and email address of Change Request’s author.
- **Sent by (Component Rep, etc.):** Name and email address of JTADG Component Representative submitting Change Requests.

E-mail completed Change Request templates to jta-comment@www.disa.mil in Word 97 zipped format by 14 January 2000.